Retention and Classification Report

Agency: Davis County Legacy Events Center (Utah) (3560)

Davis County Legacy Events Center 151 South 1100 West, P.O. Box 618 Farmington, UT 84025

Records Officer Yvonne Christensen

27590	RV/Stall use agreement
27862	Registration records for county-sponsored events
27591	Sports team records and class rolls

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AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27862

TITLE: Registration records for county-sponsored events

DATES: 2005-

ARRANGEMENT: alphabetical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These registration forms are used to monitor participants in events occurring at the Legacy Events Center, and maintaining a waiver for each registrant. These records are used for the days of the races as a business document. They show what money is coming in through the activity and the county's legal responsibility to have a waiver on each registrant. These records contain a waiver, the name, mailing address, email address, telephone number, emergency contact information, number of times participants are registered, and the fee(s) paid. They also include a space for credit card numbers. A parent/guardian's name may be included if registrant is a minor.

RETENTION:

Retain 2 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 27, Item 14.

AUTHORIZED: 01/31/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

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AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27862

TITLE: Registration records for county-sponsored events

(continued)

APPRAISAL:

Administrative

The Legacy Events Center only needs these paper copies for a few weeks, in case anyone calls with questions. A one-year retention should more than cover the need for maintaining these records.

PRIMARY CLASSIFICATION:

Private

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AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27590

TITLE: RV/Stall use agreement

DATES: 1998 - ongoing

ARRANGEMENT: alphabetical by name, thereunder numerical by date

ANNUAL ACCUMULATION:

DESCRIPTION:

This information is a form of contract between individuals and the Events Center. These records contain the name, address, telephone number, emergency contact information, and credit card number, of the individual leasing the facility. These are a month-to-month lease, and also specify which facility is being used.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 27, Item 2.

AUTHORIZED: 12/28/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

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AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27590 TITLE: RV/Stall use agreement

(continued)

APPRAISAL:

Fiscal

PRIMARY CLASSIFICATION:

63G-2-302(2) Private

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AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27591 3

TITLE: Sports team records and class rolls

DATES: 1998 - ongoing

ARRANGEMENT: alphabetical and thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document the sponsorship of adult and/or youth team activities (e.g. baseball, basketball, volleyball, soccer, softball, equestrian events, etc.) Class rolls sheets record participation in recreational programs sponsored by the county (e.g. crafts, nutrition, exercies,team planning, songwriters, and 4-H shows.) They include inforamtion on teams, participants, and sponsors; assignment of umpires; regular play schedules; tournament schedules; and awards and prizes. Class rolls are used to create monthly & annual reports and for future planning. They include program or activity title, date, and participant's name.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2011

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Fiscal

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AGENCY: Davis County Legacy Events Center (Utah)

SERIES: 27591 TITLE: Sports team records and class rolls

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PRIMARY CLASSIFICATION:

Public